

DRAFT

**JIEO CIRCULAR 9153
JULY 1997**



**DEFENSE INFORMATION SYSTEMS AGENCY
JOINT INTEROPERABILITY AND ENGINEERING
ORGANIZATION**



IMPLEMENTATION

PROCEDURES

FOR THE

**U.S. MESSAGE TEXT FORMATTING
CONFIGURATION CONTROL BOARD**

USMTF/CCB

DRAFT

FOREWORD

This document provides the detailed procedures and responsibilities necessary to implement the guidance and direction outlined in the Charter for the USMTF CCB. It represents the detailed implementation procedures called for in CJCSI 6241.02, 31 July 1996, Enclosure B.3. These procedures have been developed under the authority of JIEO Plan 3200, November 1993.

These procedures have been coordinated with the C/S/As who are participants in the U.S. Message Text Formatting Program.

1.0 Member Responsibilities.

The members of the Configuration Control Board (CCB) shall have the following responsibilities in support of their membership on the CCB:

a. Joint Staff. The Joint Staff will:

- (1) Review and comment on change proposals from an operational requirements perspective.
- (2) In conjunction with the Atlantic Command, provide assistance in resolving joint doctrinal issues.
- (3) Keep the CCB informed of actions taken by U.S. delegates to allied forums.

b. Service and Defense Agencies. The Service and Defense agencies will:

- (1) Provide the changes proposed by the USMTF CCB that impact on the joint/combined interoperability of tactical C4I i.e., Command, Control, Communications, Computers & Intelligence systems and/or architecture and/or interface baseline documentation.
- (2) Participate in the Configuration Management (CM) of the USMTF Standard, to include testing and preparing and coordinating program documentation, as appropriate.
- (3) Review, comment, and vote on interface change proposals (ICPs), as appropriate.
- (4) Keep the USMTF CCB informed of the office(s) responsible for accomplishing their portion of the CM program.
- (5) Designate primary and alternate members to represent them on the CCB.
- (6) Keep the CCB informed of the implementation of USMTF messages in Command, Control, Communications, Computer, and Intelligence Information Systems.
- (7) Keep the CCB informed of any Allied Coordination issues as they relate to USMTF.

July 1997

c. United States Atlantic Command (USACOM). As the representative of the Combatant Commands, USACOM will:

(1) Provide the USMTF CCB with proposed changes that impact on the joint/combined interoperability of tactical C4I systems, architecture, and/or interface baseline documentation.

(2) Participate in the CM of the USMTF Standard, to include preparing and coordinating program documentation.

(3) Review, comment, and vote on interface change proposals.

(4) Keep the USMTF CCB informed of each office responsible for accomplishing its portion of the CM program.

d. Joint Interoperability and Engineering Organization (JIEO) Center for Standards (CFS). The Director, CFS, will:

(1) Provide the Chairman and Secretary of the CCB.

(2) Serve as a nonvoting member of the USMTF CCB, except in the case where the Chairman will vote to break a tie.

(3) Establish and maintain a CM process to document and control changes to the USMTF baseline.

(4) Participate in the CM of the USMTF Standard, to include preparing and coordinating program documentation.

(5) Convene and host USMTF CCB meetings. Develop meeting agendas and provide administrative support to members attending meetings.

(6) Establish and convene special technical working groups and Technical Review Panels (TRPs), as required. The TRPs will analyze, develop alternatives, and make recommendations to the USMTF CCB for resolving issues in baseline interface and management documentation assigned for review. The TRPs will perform in-depth technical review of change proposals to achieve and maintain tactical C4I compatibility and interoperability. A description of the TRP is provided in Enclosure A.

(7) Ensure that USMTF documentation conforms to US/Allied agreements made in international forums and recorded in USMTF CCB Configuration Control Board Directives (CCBDs). The CCBD format is provided in Enclosure B.

July 1997

(8) Provide technical support to U.S. delegates assigned to international forums considering character-oriented formatted messages, as requested.

(9) Coordinate and maintain the status of CM issues requiring allied actions.

(10) Develop and maintain a process and associated procedures for performing electronic CM of the USMTF Standard using the CFS World Wide Web(WWW)Server.

1.1 Other CCB Participants. Other participants, including DOD agencies, DOD organizations, and program offices, may participate in CCB deliberations to provide technical support and assistance.

Voting participation by such organizations will be determined by the current active voting members of the USMTF CCB with the concurrence of the Chairman, representing the JIEO CFS.

2.0 IMPLEMENTATION PROCEDURES

a. The USMTF CCB will serve as the CM forum considering character-oriented formatted messages related to joint and combined tactical C4I interoperability and interface issues. Issues having allied nation implications will also be considered.

b. All ICP preparation and processing, together with distribution of minutes, documents, and other program related information, will take place using the on-line CFS WWW Server.

Procedures to implement this capability for all aspects of the Configuration Management process are contained in Enclosure C.

2.1 Configuration Management Cycle - The USMTF CCB meetings will be scheduled as required during the year. Meetings will be scheduled to support the needs of the operational user and to comply with baseline implementation schedules.

2.2 ICP Preparation and Processing. An ICP will contain an analysis of its impact from the perspective of the submitting Combatant Command, Service, or Agency (C/S/A). Evaluations of ICPs by each C/S/A will contain impact analyses from a technical and an operational perspective. They will include information on cost, proposed time frame for implementation, effect on automated systems, changes required to user publications, etc., as applicable. Detailed procedures on the ICP Process are contained in Enclosure A.

2.3 Format and Development

a. An ICP will be prepared in a standard electronic format as described in Enclosure D. The guidelines for inclusion of MIL-STD 6040 baseline electronic formats in the ICP are as follows:

(1) Message, set, FFIRN, User Format, and Joint Interface Operational Procedures (JIOP) formats will be prepared and included in the ICP.

(2) Applicability changes are not required since they are automatically generated from the Central Database System (CDBS).

(3) Deletions must be shown through the inclusion of formats to be deleted. When deleting an entire message, a listing of deleted sets, FFIRNs, user formats, and voice formats unique to the message will suffice.

2.4 ICP Precedences. The originators will assign precedences to ICPs in accordance with JIEO Plan 3200 and the following:

a. ICPs will be processed in accordance with the cycle times prescribed in Enclosure E.

b. Priority ICPs will be designated when expedited administrative handling and staffing are required; e.g., ICPs having special C/S/A expediting requirements. Priority ICPs will have accompanying written justification statements.

c. Urgent ICPs will be so designated when an immediate operational requirement exists. Rationale supporting this designation will accompany the ICP.

2.5 ICP and Evaluation Submission

a. To provide operational and technical coordination, ICPs and evaluations of ICPs will be submitted by originators and evaluators to their respective C/S/A consolidation points (see enclosure F) for forwarding to JIEO. ICPs and evaluations received at JIEO from other than C/S/A or Joint Staff consolidation points will not be considered and will be forwarded by JIEO to the respective consolidation points for further action. The ICP Evaluation Form, Enclosure G, will be used as the standard evaluation form.

b. If an appropriate consolidation point or ICP sponsor cannot be determined, the JIEO will forward the change proposal with explanation and recommendations to the Joint Staff for resolution.

c. The consolidation points will review and process evaluations and ICPs for forwarding to JIEO. Consolidation points also will provide ICP sponsorship for those ICPs they forward to JIEO for CCB consideration. The consolidation point sponsoring an ICP that proposes adding a new message will be designated the sponsor of that message until the CCB determines message sponsorship. A definitive description of message sponsorship is given in MIL-STD 6040.

3.0 Decision Process

In addition to the requirements of JIEO Plan 3200, the following requirements and procedures are used in CCB decision making:

a. Electronic, telephone or other voting procedures may be used for proposed changes considered by JIEO or the originator to be noncontroversial, or where advance coordination indicates probable acceptance. Electronic voting can also use the CFS WWW Server.

b. Changes to be voted on by electronic means will be distributed in the same manner as those requiring a CCB meeting, except that a cover letter will request that each CCB member provide a C/S/A position on the change proposal electronically to the CCB secretary. If no problems are identified and a unanimous vote is obtained, with no member requesting that a technical review panel (TRP) be convened, the change will be considered agreed and a CCBD will be issued without the need for a CCB meeting. Administrative/wording corrections are not sufficient cause to require a formal CCB meeting. However, administrative and wording corrections collected electronically must be distributed to other C/S/A representatives prior to concluding an electronic vote.

c. The chairman may vote only to break ties.

d. Any voting member of the CCB, including the chairman, may declare a CCB decision a substantive issue. This must be done prior to the end of the meeting, except when a voting member requests a delay period because significant new information was uncovered at the meeting. In this case, that member has five working days from the end of the meeting to declare, in writing to the CCB chairman and other CCB members, the CCB decision as a substantive issue. The C/S/A declaring a CCB decision a substantive issue will forward an appeal within ten working days from the date of the declaration to the chairman, Standards Coordinating Committee, (SCC), for standards issues and to the chairman, DP Panel for operational issues for a decision or further action. The chairmen of these panels will act on all appeals in accordance with their charters as described in MCEB Pub 1. The organization declaring a CCB decision a substantive issue will provide information copies of all information pertinent to their position to all CCB members.

July 1997

(1) The USMTF CCB will forward substantive issues to the appropriate panel/committee chairman, along with a complete explanation of the issue to include full rationale for the decision made by the CCB, contrary views, and the specific recommendation of the CCB Chairman. Information copies will be provided to all CCB members.

(2) Once announced, notification of decisions on issues forwarded to the SCC or DP Panel chairman will be disseminated, using a CCBD, to CCB members.

e. When required by majority vote, the CCB chairman shall defer a change proposal for rework/revision, etc., and resolution at a future CCB. When a change proposal is revised or reworked, it will be recirculated for another review and evaluation by all C/S/As.

f. An ICP shall be deferred at the request of an CCB member at its first consideration by the CCB or if it is not contained on the published agenda. An ICP so deferred may be scheduled for consideration at the next scheduled CCB meeting or for a vote using electronic voting procedures.

3.1 USMTF CCB Directive (CCBD)

a. The final agreed disposition of each ICP considered by the CCB will be documented using a CCBD. It will be prepared by the CCB secretary and signed by the CCB chairman. The CCBD is the instrument by which the ICP becomes part of the USMTF baseline. It provides the final disposition of the ICP and records the C/S/A vote.

b. The CCBD will indicate the implementation date at which time the C/S/As can be expected to apply the information contained in the ICP to their respective systems.

3.2 Resubmitting Interface Change Proposals Returned as a Result of CCB Action. To prevent long-term outstanding ICPs, the following policy applies to change proposals returned to the submitting C/S/A/JIEO as a result of an CCB action:

a. Any proposed change may be withdrawn for rework by the originator prior to a CCB decision. The CCB secretary also may return ICPs for rework under the provisions of paragraph A.2.c. of enclosure A. In these cases, the ICP will be administratively withdrawn automatically if it is not resubmitted within 60 days of its return. An extension of time can be granted automatically by the CCB secretary when requested in writing with an adequate rationale and a target suspense date.

July 1997

b. Each proposed change deferred by the CCB for rework will be assigned a suspense date for submission of requested information. The assigned responsible organization shall provide status information at the next CCB meeting.

c. Any withdrawn ICP may be resubmitted as a new ICP for CCB consideration. Resubmitted ICPs will have a new ICP number assigned.

APPENDIX 1

REFERENCES

1. DODD 5100.35, "Military Communications-Electronics Board (MCEB)," May 6, 1985 with Change 1.
2. DODD 5105.19, "Defense Information Systems Agency (DISA)," June 25, 1991.
3. Joint Pub 1-02, *DOD Dictionary of Military and Associated Terms*, December 1, 1989.
4. MIL-STD-6040, *U.S. Message Text Formatting Program*, current edition.
5. CJCS Instruction 6212.01, "Compatibility, Interoperability, and Integration of Command, Control, Communications, Computers and Intelligence Systems," July 30, 1993.
6. CJCS Instruction 6241.02, "United States Message Text Formatting Policy and Procedures", 31 July 1996.
7. JIEO Plan 3200, *Department of Defense Information Technology (IT) Standards Management Plan*, November 1993.
8. MCEB Pub 1, *Military Communications - Electronics Board Organization, Mission and Functions Manual*, 1 June 1996

APPENDIX 2

DEFINITIONS

1. Center for Standards World Wide Web (CFS WWW) Server. The CFS WWW Server is designed and provided to furnish the capability to exchange information about standards via electronic means.
2. Compatibility. The capability of two or more items or components of equipment or material to exist or function in the same system or environment without mutual interference.
3. Configuration Control Board (CCB). A board composed of technical and administrative representatives who recommend approval or disapproval of proposed changes to a standard's current approved configuration documentation. The board also recommends approval or disapproval of proposed waivers and deviations from a standard's current approved configuration baseline.
4. Configuration Management (CM). A discipline applying technical and administrative direction and surveillance over the life cycle of standards to perform the following:
 - a. Identify and document the functional standards.
 - b. Control changes to related documentation.
 - c. Record and report information needed to manage standards effectively, including the status of proposed changes and implementation status of approved changes.
 - d. Audit configuration items to verify conformance to existing standards, interface control documents, and other requirements.
5. Develop. Influence development and evolution of Federal, international standards; create military standards. Create a new standard or profile or change a standard.
6. Information Technology (IT). The principal means for delivering improved information systems. The scope of information technology includes information services (e.g., computer operations, network operations, programming, telecommunications) and systems design (e.g., systems engineering, database design, information architecture).

7. Information Technology (IT) Standards. Technical definitions for information system processes, procedures, practices, operations, services, interfaces, connectivity, interoperability, information formats content, interchange and transmission/transfer. IT Standards apply during the development, testing, fielding, enhancement, and life cycle maintenance of DOD information systems.
8. Interoperability. The ability of systems, units, or forces to provide services to and accept services from other systems, units, or forces and to use the services so exchanged to enable them to operate effectively together.
9. Interface Change Proposal (ICP). An ICP is used to formally document a proposed change to a procedural interface document for the USMTF program.
10. Interface Change Proposal Originator. The DOD component, command, or activity/agency that originally proposes a new USMTF message, a change proposal to an existing USMTF message, or other change to the USMTF standards.
11. Interface Change Proposal Sponsor. An organization that represents the operational authority, originator, or interested party before the CCB on matters relating to the ICP.
12. Operational Authority. For purposes of USMTF message development or change proposal, operational authority is defined as the Chief of the Service, Commander of Combatant command, or Director of the Joint Staff Directorate who is responsible for the development and/or maintenance of the joint and/or combined doctrine that provides the basis for the information exchange requirements supported by the respective message and/or change. In specific cases, operational authority may be delegated to a designated director or commanding officer appointed by one of the preceding, or by higher authority.
13. Standard. A document that establishes uniform engineering and technical requirements for processes, procedures, practices, and methods. Standards also may establish requirements for selection, application, and design criteria of material. Standards as referenced in this document are IT standards.
14. System. A combination of hardware, software, personnel, facilities, and procedures that represent the integration of information (including data), information processing, and information transfer systems organized to collect, produce, store, display, and disseminate information.

ENCLOSURE A

ICP PROCESS

A.1 General. The process illustrated in Figure A-1 is a generalized flow diagram for processing ICPs. It depicts the set of functional activities that make up the configuration management process by which the USMTF CCB manages the baseline and controls changes to that baseline.

A.2 Flow Diagram. Amplifying details to the flow diagram are presented in the following paragraphs.

a. ICP Origination and Submission to JIEO (Block 1). ICPs are electronically generated and submitted by C/S/As, JIEO or the Joint Staff to the CCB secretary. ICPs originating with other allies are forwarded to the CCB by the U.S. delegate to the allied forum that originates the ICP.

b. JIEO Admin/Tech Review of ICPs (Block 2). ICPs are reviewed by the JIEO and an assessment is made of administrative completeness, correctness, technical accuracy, and its impact on other standards. When necessary, the CCB secretary effects any necessary changes to the ICP after coordination with the originator to prepare it for electronic dissemination.

c. Admin/Tech Review OK ? (Decision Block 3). When extensive deviations to standard ICP procedures are found or where there are significant technical deficiencies, the ICP is returned to the originator for corrective action. The ICP may be withdrawn and resubmitted at the discretion of the originator.

d. ICP Distribution (Block 4). ICPs that have been administratively and technically reviewed or that have had their problems resolved will be electronically distributed to the C/S/As for staffing by the CCB secretary via the CFS WWW Server. E-Mail will be used for notification of posting.

e. Special Technical Review Panel (TRP) Required ? (Decision Block 5). The ICP originator or JIEO may request an ICP go to a special TRP before continuing through the CM process. Factors to consider in determining whether an ICP needs to go to a special TRP is the complexity of the ICP, how controversial the proposed changes are or the need for the presence of operational experts.

July 1997

f. Special TRP (Block 6). Special TRPs would not have fixed meeting dates planned in advance, but would be ad hoc meetings scheduled when circumstances require them (Reference Paragraph A.3). A special TRP could last from one to several days depending upon the number and complexity of the ICPs. A special TRP need not require the physical presence of all meeting participants in one location although that is certainly an option. Through the use of conference calls, electronic mail, and video teleconferencing (VTC), an ICP's structural and technical problems can be resolved. JIEO would coordinate conference calls or initiate a VTC. At the end of a special TRP, ICPs would be updated, given a new iteration number and disseminated for C/S/A review.

g. C/S/A Review of ICPs (Block 7). Upon receipt of ICPs, each C/S/A reviews the ICP, establishes its respective position, and performs an evaluation. Consolidation Points are listed in Enclosure F. Evaluations will be prepared in the form shown in Enclosure G. These evaluations will reflect the total impact (to include implementation time frame for the ICP) on the particular C/S/A.

h. C/S/As Submit Evaluation and Vote to JIEO (Block 8). Copies of all evaluations are electronically forwarded to the CCB secretary for posting on the CFS WWW Server and to each of the other designated USMTF CCB members. E-Mail will be used for notification of posting.

C/S/As must be aware that their vote on the submitted evaluation is their actual vote on the ICP. This assumes that there are no other substantive C/S/A comments, which if incorporated into the ICP, would change their vote.

i. JIEO Consolidates Evaluation Comments and Votes (Block 9). Following receipt of C/S/A evaluation comments with the attached vote, JIEO will consolidate the comments and will determine the next step for each ICP.

j. Majority Votes to Approve ? (Decision Block 10).

ICPs that are disapproved by a majority vote of CCB members will be recorded as such in a CCBD (Block 17).

ICPs that involve the majority of the members voting for approval will require further analysis to determine any comments that may need to be resolved. ICPs will be approved continually throughout a yearly cycle with a cutoff date of 60 days before the end of the cycle for incorporation into the next baseline.

k. Comments ? (Decision Block 11).

Based on JIEO's analysis of the consolidated evaluation comments, with a majority voting for approval, there are two possible courses of action:

(1) ICPs with no comments whatsoever, and with the majority voting for approval, will be assigned an implementation date and a CCBD will be generated (Block 17).

(2) ICPs with comments will require further resolution.

l. Resolve Electronically ? (Decision Block 12).

An ICP with non-conflicting evaluation comments, and the majority voting for approval, will have the comments examined electronically for approval or disapproval of individual comments. C/S/As, in coordination with JIEO, and using email, conference calls, VTC, will resolve evaluation comments. JIEO will incorporate all approved C/S/A evaluation comments into the revised ICP and a CCBD generated (Block 17).

For issues that cannot be resolved through electronic means between C/S/As, a CCB will be called to resolve the evaluation comments (Block 13). This situation may arise particularly when the comments are of a conflicting or controversial nature.

m. CCB Meeting (Block 13). The CCB secretary prepares the agenda for the CCB meeting, listing the ICPs to be addressed. JIEO will then convene a CCB to process the announced agenda. Each CCB will address ICPs to the procedural interface USMTF standards and/or joint interface operating procedures.

n. Substantive Issue (Decision Block 14). At the CCB, any member, including the chairman, having substantive issue with the CCB decision must declare that decision substantive prior to the end of the meeting as described in Paragraph 3.0.d (Block 15).

o. Approve ICP ? (Decision Block 16).

If no substantive issue is declared, two courses of action at this point are possible:

(1) The CCB can vote to disapprove the ICP. ICPs that are disapproved by a majority vote of CCB members will be recorded as such in a CCBD (Block 17).

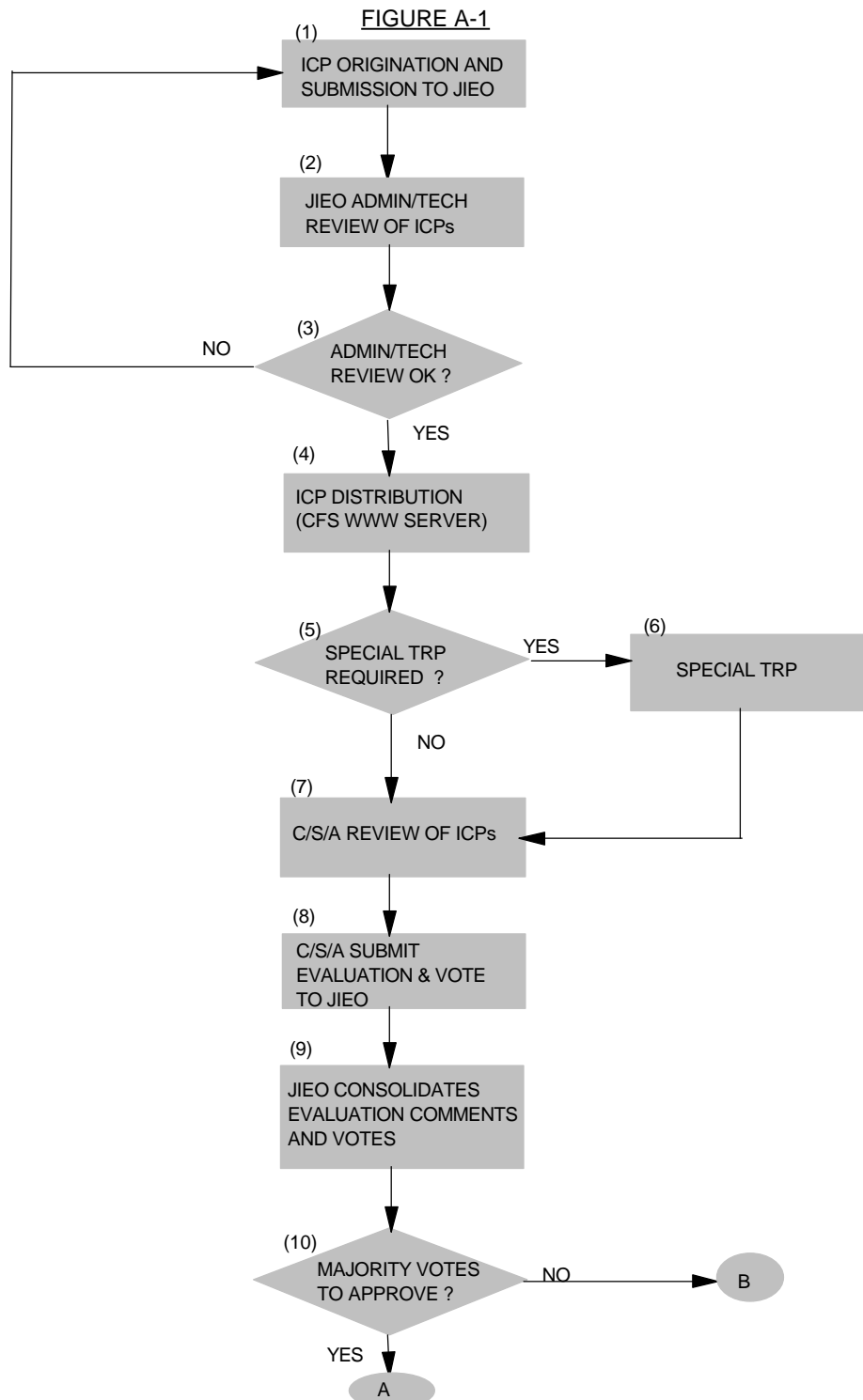
(2) The CCB can vote to approve the ICP, in which case the ICP becomes an approved CCBD (Block 17).

p. USMTF CCBD (Block 17). Each ICP will be documented by a CCBD. It will be prepared by the CCB secretary and signed by the CCB chairman. Each CCBD will be posted on the CFS WWW Server. The approved electronic version of the ICP will be incorporated onto a CD ROM. All approved ICPs in a meeting cycle will be incorporated onto a CD ROM for archiving and made available on the CFS WWW Server.

q. Baseline (Block 18). All approved ICPs within a meeting cycle will comprise the next baseline and be incorporated into the CDBS for ultimate transfer to the next version of the CD ROM.

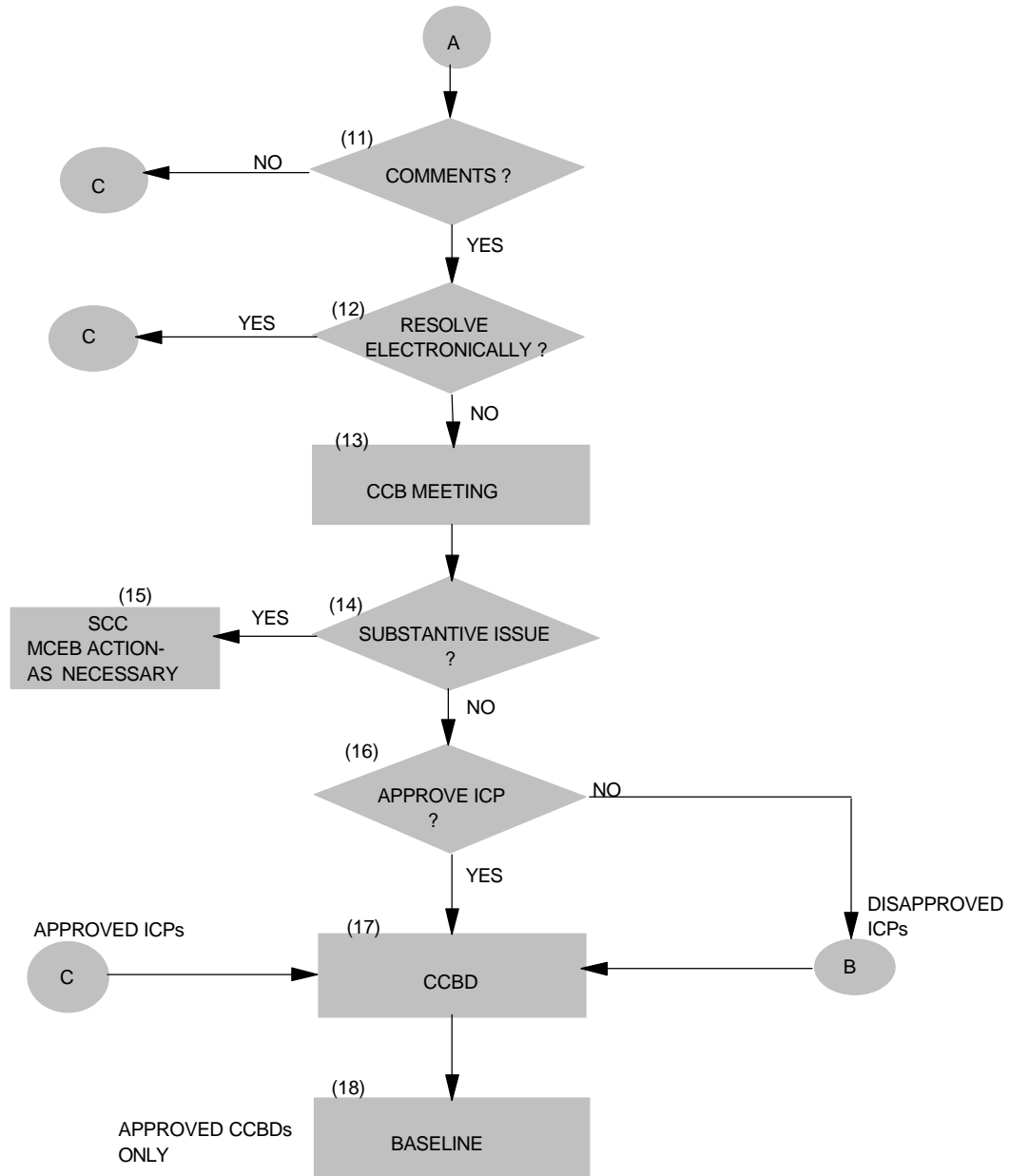
The annual baseline will be produced on CD-ROM 60 days from the freeze of the baseline which occurs at the last CCB of the year.

A.3 Technical Review Panel (TRP). The TRP is an ad hoc structure called to address extraordinary issues surrounding the evaluations of submitted ICPs. The TRP will be convened at the request of a C/S/A or JIEO. Support for the TRP, including preparation of the agenda, facilities for the meeting, provision of the TRP chairman, and preparation of the TRP minutes will be provided by the USMTF CCB. Each C/S/A member will appoint, as required, a primary voting member and may appoint additional nonvoting representatives for each TRP. The appropriate development team and the Joint Interoperability Test Center (JITC) commander also may appoint nonvoting representatives. These selections should be based upon the technical and operational expertise required to evaluate ICPs and make necessary modifications. The chairman, or any C/S/A voting member, may invite additional individuals to serve as consultants during TRP meetings. All such consultants shall be nonvoting participants.



JIEO Circular 9153
July 1997

FIGURE A-1



JIEO Circular 9153
July 1997

ENCLOSURE B

JOINT INTEROPERABILITY AND ENGINEERING ORGANIZATION
Parkridge III, 10701 Parkridge Blvd Reston, VA 20191-4357
CONFIGURATION CONTROL BOARD DIRECTIVE

CCBD NO: _____		Date: _____	
Document No:		Document Title	
Change No:		Date	Originator, Name and Address
Change Title:			
CCB Action:		Decision	
<div>G Approved</div> <div>G Approved With Changes</div> <div>G Withdrawn</div> <div>G Deferred</div> <div>G Declared Substantive</div> <div>By: _____</div> <div>G Disapproved</div>			
Votes Cast/Proposed Change			
Approve	Disapprove	N/A	
G	G	G	Army
G	G	G	Navy
G	G	G	AF
G	G	G	MC
G	G	G	NSA
G	G	G	DIA
G	G	G	ACOM
G	G	G	JEO
		Chairman	

	<div style="text-align: right;"><hr/>(Signature)</div> <div style="text-align: right;"><hr/>(Signature)</div>

JEO Form 15
November 1996

ENCLOSURE C

INSTRUCTIONS FOR THE USE OF THE CFS WWW SERVER

The Center for Standards(CFS) Web Server is designed to furnish the Department of Defense's (DOD's) information technology standards community, those outside the DOD with whom they work, and the customers they serve with a means of accessing and exchanging standards information via the World Wide Web (WWW). Users of the CFS Web include the following:

- ! Managers and participants in DOD's Information Technology Standards Program.
- ! Participants in federal, commercial, and international information technology standards organizations.
- ! Members of the academic, commercial, acquisition, and information systems communities who have an interest in information technology standards.
- ! Program managers, designers, architects, engineers, analysts, and other information systems and acquisition professionals responsible for designing, acquiring, building, integrating, testing, and fielding DOD's information systems.

Once granted access to the CFS Web, users can access information about standards, organizations, projects, requirements, information systems, and other subjects related to information technology. Access to specific items and applications on the CFS Web is controlled by Group Administrators. The CFS Web provides access to various documents and files available through the use of an Internet web browser.

This set of instructions provides an overview of the CFS Web and its basic features and capabilities. Specific instructions regarding the processing of ICPs and Evaluations are included here for the use of the USMTF CCB and all participants in the USMTF CM process. For complete information and/or comments on the CFS Web or if you have technical questions, please contact the CFS Web Help Desk at (703) 735-8338, DSN 653-8338, or by electronic mail at helpdesk@itsi.disa.mil.

C.1 General Instructions

To access the USMTF section of the CFS Web, start your web browser and enter the address **<http://www-usmtf.itsi.disa.mil>**. This is the USMTF CCB Home Page. These pages contain information about the USMTF Program that is available to the general public.

To access the **Private** section of the USMTF Web Server, click on the link from the USMTF Home Page which indicates **Go directly to the private USMTF SMC section of the CFS Web:** You will be asked to enter your CFS UserID Password. If you do not have an account for the CFS Web Server and have not been granted access to the Private USMTF Section, you will not gain access to the **Welcome to USMTF** page.

1. After gaining access to the Private USMTF Section you will be on the **Welcome to USMTF** page. This page contains links to the various areas or topics pertaining to USMTF such as USMTF CCB/TRP Meeting Information, Current USMTF ICP Listings, Current USMTF ICP Evaluations, USMTF Related Documents, JIOP, Download Related USMTF Files, and other similar topics relating to the USMTF Program.
2. Select the USMTF area or topic that you wish to access by clicking on the colored/underlined word in the **TOPIC** column of the **Welcome to USMTF** page. The **DESCRIPTION** column provides a brief description of the information contained in each topic.
3. Each succeeding USMTF topic/subject area provides similar information for the items contained in that area. Continue to select the topic/subject area for the information that you desire.
4. Information contained in the USMTF CFS Web Server will be available for viewing and/or downloading to your computer in a variety of ways.
 - a. Files/information which can be read directly from the web page. These files can be read directly from the web page and do not require any special handling or additional software to read. These files can be printed directly from the web browser.
 - b. Portable Document Format (.PDF) files. These are documents/files which have been converted to .PDF files using Adobe Acrobat and permits online viewing of word processed or other documents using

the free Acrobat Reader software in conjunction with the web browser. Portable Document Formats can be viewed and printed but the viewer can not modify or change the document.

c. Binary files which may be downloaded to the user's computer. These are binary files which can not be viewed on the web. They may be the word processed version of an ICP, INGRES Aflat files, or software programs. These files may be in the native format created by the software or they may be ZIPPED files created using PKZip or self-extracting executable files.

C.2 Procedures for ICPs and Evaluations

1. ICPs and ICP evaluations, to include all changes, will be placed on the USMTF section of the CFS Web Server upon completion of the necessary administrative procedures. The ICPs and ICP evaluations will be posted as both .PDF files, for viewing online, and as binary files for downloading.
2. All ICPs and ICP evaluations will be forwarded by the appropriate CCB Member via electronic mail to **Ausmtf@itsi.disa.mil** and will be posted to the USMTF CFS Web Server by the USMTF CFS Web Administrator upon completion all necessary administrative procedures.
3. ICPs and ICP evaluations will remain on the web until action is taken on them using the electronic disposition process described earlier or at the appropriate physical CCB/TRP. Following action, the changed version of the ICP will replace any version of the ICP that has been previously posted to the web. ICP evaluations will be removed following disposition and will be replaced with new ICP evaluations when received, if necessary.
4. Following final action on an ICP by either an electronic or physical CCB/TRP, the ICP, and any ICP evaluations, will be removed and the CCBs will be posted on the web indicating final disposition of the ICP.

ENCLOSURE D

ICP PREPARATION

D.1 General. An ICP will be prepared to propose an addition, modification, deletion, or correction to a particular problem with a procedural interface standard or other management document. Each ICP will address the full breadth of the problem, covering all changes required to correct the deficiency in the standard or management document. The format described in this enclosure applies to ICPs generated electronically and submitted through the CFS WWW Server.

D.1.1 Submitting ICPs. To be included in the agenda, Routine ICPs must be submitted to the USMTF CCB fifteen weeks prior to the next scheduled CCB to be included in the agenda. This should provide sufficient time to process and distribute the ICP, allow up to a six week review by C/S/As, and the submission of a written position on the proposal at least two weeks prior to the electronic or physical CCB meeting. If it is determined that a TRP must be convened as part of the review of the ICP, processing times may be expected to increase significantly.

D.1.2 Precedence. In the course of preparing an ICP, a precedence expressing the urgency for processing the ICP must be assigned. The precedence assigned will determine the urgency with which ICPs are processed and considered. The originator must justify a precedence other than Routine (Priority or Urgent).

D.2 ICP Format and Content. Each ICP will consist of a cover sheet, the body of the proposed change, and attached changes.

D.2.1 ICP Cover Sheet. Figure D-1 shows an ICP cover sheet which is to be used by the originator as the first page of each ICP. Table D-1 provides guidance for completing the cover sheet. The CCB Secretary will assign the ICP number.

D.2.2 ICP Body. The originator will prepare the body of an ICP and attach it immediately following the cover sheet. It will be arranged in sections as shown in Table D-2 and will present the requirement for and the purpose of the ICP. The ICP statement of the problem and proposed solution sections must be concise and directly related to the affected document formats. Sections of the ICP body are not fixed in length. Each section will continue until complete. The attachment section constitutes the bulk of the ICP and are presented as annexes in the following order: messages, sets, fields, user formats (message, set, entry table), voice templates, and finally any JIOP changes.

D.2.3 Affected Document Change Formats. Formats extracted from the latest approved documents affected by the ICP will be annotated with the required electronically marked changes and attached as the final portion of an ICP. The following guidance applies to the preparation of ICP changes.

a. All formats of all documents requiring changes, as well as formats to be added, deleted, or relocated will be included except as provided for below.

b. Sequential ICP electronic page numbering and the total page count indicated on the ICP cover sheet will be added by the USMTF secretary during initial processing. Room should be allowed for this by the ICP originator to preclude the disruption of pages in the ICP.

c. Change bars in the margins will be used to indicate all information that has been changed on a format. All additions, deletions, or changes will be electronically marked. This provides the reviewer with the opportunity to see the exact change to the baseline document.

d. Formats will be in the same sequence as they appear in the affected document. Formats containing changes from various documents will be separated by an annex cover sheet identifying the document from which the formats were extracted, including the change or reissue number.

e. All changes in an ICP will have the same iteration number (CH1, CH2). The original ICP will have one change bar marked to the right of the change. Change 1 (CH1) to the ICP will contain two change bars to distinguish the changes from the original ICP and so on. When the changes are so extensive that the ICP becomes unintelligible, it may become necessary to reissue the ICP. In this case the ICP will contain a R1 number to signify Reissue 1. The original ICP number, however, will be retained with the Change Number reverting to zero. In any case, the ICP will be completely renumbered each time it is posted to the CFS WWW Server.

f. Applicability changes, automatically generated by the CDBS, need not be included in the ICP.

Figure D-1
ICP Cover Sheet

INTERFACE CHANGE PROPOSAL

ICP NUMBER MANN-NNN (RN) **CH** N

ICP TITLE:

RECEIPT DATE:

ICP PRECEDENCE: Urgent/Priority/Routine
(Only the applicable precedence will be listed)

ICP ORIGINATOR:

AFFECTED DOCUMENT NAME/NUMBER:

RECORD OF PROCESSING

DATE:

ACTION:

Table D-1

ICP Cover Sheet Instructions

BLOCK	COMMENT
ICP NUMBER	A unique number identifier, entered by USMTF CCB secretary, to include Reissue versions and/or change numbers, if applicable. N and A refer to numeric and alphabetic characters respectively.
ICP TITLE	The originator fills in a short title for the ICP, which is descriptive of the content.
RECEIPT DATE	The USMTF CCB secretary enters the date the ICP was received.
ICP PRECEDENCE	The originator enters either routine, priority, or urgent to indicate the desired urgency for processing.
ICP ORIGINATOR	Originators activity title, address, and internal number, if applicable.
AFFECTED DOCUMENT NAME(S)/NUMBER(S)	The originator identifies the affected document(s).
RECORD OF PROCESSING	The USMTF CCB Secretary indicates appropriate dates and records the various chronological actions taken in the course of processing this ICP.

Table D-2
ICP Body Instructions

SECTION	TITLE	COMMENT
1	STATEMENT OF THE PROBLEM	Brief statement of the problem by the originator, including complete justification for the assignment of a precedence other than routine.
2	PROBLEM ANALYSIS	Analysis of the problems and questions involved
3	PROPOSED SOLUTION	Brief statement of the essentials of the solution
4	ALTERNATE SOLUTIONS	Statement of the essentials of any alternative solutions with trade offs/impacts. If there are no alternative solutions, indicate "None." The submitted ICP may state "To be determined."
5	AFFECTED DOCUMENTATION	If there are no documents affected, indicate "None." This section may read "To be determined." Identify volumes/pages/paragraphs/sections of affected documents changed by this ICP.
6	INCORPORATION DATE	A date will be recommended for when this ICP should be included in the affected documents
7	IMPLEMENTATION DATE	Date that the ICP will be implemented in Systems
8	OTHER CONSIDERATIONS	Provides any pertinent information deemed advisable that is not covered elsewhere in the ICP
9	REFERENCES	List references identifying the requirement for the ICP and/or defining information exchange requirements
10	ATTACHMENTS	List any attachments

NOTE: As analysis is performed, or as new information is received, the wording of certain sections may change during processing. If during processing the ICP solution is modified, the wording of certain sections will be changed by the USMTF CCB secretary as directed by the CCB.

ENCLOSURE E

CHANGE PROCEDURES APPLICABLE TO INTERFACE CHANGE PROPOSALS

E-1 ICP Processing Target Times. Complete electronic ICPs shall be submitted to the USMTF CCB secretary. Table E-1 provides target times for processing ICPs by precedence.

Table E-1

ICP Processing Target Times

ICP PRECEDENCE	USMTF CCB SECRETARY RECEIPT TO CCB ACTION	
	Secretary Receipt to Distribution	Distribution to CCB Action*
U (URGENT)	1 Working Day	5 Working Days
P (PRIORITY)	5 Working Days	20 Working Days
R (ROUTINE)	15 Working Days	Normally 6 Weeks or less

* If the ICP goes to a TRP, the processing times reflected in this table may be expected to increase significantly.

E.2 Processing Cycle for ICPs Using the CFS WWW Server -

Through the use of the CFS WWW Server, the time required from receipt of a Routine ICP by JIEO to CCB action can be reduced. ICP cutoff dates will be disseminated along with meeting schedules. The processing cycle for such ICPs is as follows.

(1) Upon receipt of Routine ICPs, the USMTF CCB secretary's initial review time will be 15 working days to allow for comprehensive administrative and initial technical review.

(2) One day will be allowed for en route CFS WWW Server time to consolidation points and other recipients following the USMTF CCB secretary's initial review.

(3) Upon receipt of ICPs, the Combatant Command, Service, Defense Agency (C/S/A), and Joint Staff coordination and

review time will normally be 6 weeks or less depending upon the size and complexity of the ICP.

(4) One day will be allowed for evaluations of ICPs to be forwarded via the CFS WWW Server by each consolidation point to the USMTF CCB secretary and other consolidation points.

(5) Where possible, the USMTF CCB secretary will consolidate the comments provided in ICP Evaluations and present a single list of comments to the CCB/TRP for each ICP prior to approval.

ENCLOSURE F

CONSOLIDATION POINTS

F.1. C/S/A and Joint consolidation points are locations to which ICPs will be sent from JIEO for review. The consolidation points will distribute and consolidate comments from their subordinate organizations regarding the technical interface and operational impact of the ICP. Upon receipt of comments, the responsible organization at the consolidation point will prepare an ICP evaluation and forward it to the JIEO. Consolidation points for evaluation submissions are as follows:

a. Army: Commander, USACECOM, ATTN: AMSEL-RD-SE-AIN-P, Ft. Monmouth, New Jersey 07703-5203.

b. Navy: Commanding Officer, ATTN: Code 5, Navy Center for Tactical Systems Interoperability (NCTSI), 53690 Tomahawk Drive, Suite A125, San Diego, California 92147-5082.

c. Air Force: Headquarters, Air Combat Command, ATTN: DR-SMO-IS, 204 Dodd Boulevard, Suite 226, Langley AFB, Virginia 23665-2777.

d. Marine Corps: Commanding General, Marine Corps Combat Development Command (MCCDC), ATTN: Architecture and Standards Division (C491), Newlin Hall, 3255 Meyers Avenue, Quantico, VA 22134-5048

e. NSA: Director, NSA, ATTN: G509, Ft. Meade, Maryland 20755.

f. DIA: Defense Intelligence Agency, Building 6000, ATTN: DS-SIM, Bolling AFB, Washington, DC 20340.

g. CINCLANT: Commander-In-Chief, U.S. Atlantic Command, ATTN: J631, 1562 Mitscher Avenue, Suite 200, Norfolk, Virginia 23551-2488.

ENCLOSURE G

EVALUATION FORM

**INTERFACE CHANGE PROPOSAL
EVALUATION**

ICP NUMBER: MANN-NNN **CH** N

ICP TITLE:

ICP PRECEDENCE: **Urgent/Priority/Routine**
(Only the applicable precedence will be listed)

ICP ORIGINATOR:

EVALUATION DATE:

EVALUATION ORIGINATOR:

RECOMMENDED ACTION: **Approve/Disapprove/Modify and
Approve/Defer/Withdraw/Forward**
(Only the applicable recommended action should appear here)

CONCLUSION: Conclusion regarding ICP based on analysis

(Page 2 of X Pages)

ICP MANN-NNN CH N

ANALYSIS: *(This section of the Evaluation might continue for many pages)*

Technical Comments: **(Technical Evaluation follows - -)**

Editorial Comments: **(Editorial Comments follow - -)**